



Construction Trades Qualifying Board
APPLICATION FOR
PERSONAL and BUSINESS CERTIFICATION

APPLICATION FEES

PERSONAL APPLICATION FEES

| | |
|---|-----------|
| JOURNEYMAN AND MAINTENANCEMAN..... | \$ 240.00 |
| MASTER AND INSTALLER..... | \$ 315.00 |
| BUILDING/BUILDING SPECIALTIES PERSONAL CERTIFICATE..... | \$ 315.00 |
| ENGINEERING PERSONAL CERTIFICATE..... | \$ 315.00 |

BUSINESS APPLICATION FEES \$ 315.00

(Business Application not applicable to Journeyman and Maintenance man applicants)

MAKE CHECK PAYABLE TO MIAMI-DADE COUNTY

Refunds may be granted only for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County. In those cases where a refund is applicable, there will be a non-refundable processing fee of \$80. Refund requests must be made in writing no later than six months from the exam date. Original receipt must be presented for a refund.

APPLICATION SUBMITTAL

Return this application and all supporting documents by mail to the Miami-Dade County Building Code Compliance Office, Contractor Licensing, 140 W. Flagler Street, Suite 1602, Miami, FL 33130-1563. You may also hand deliver documents to Contractor Licensing located on the 16th floor of the same building. If you have questions, please contact one of the following Contractor Licensing staff at (305) 375-2527.

Licensing Clerk
Licensing Clerk
Licensing Clerk
Supervisor

Dorothy Woon
Joaquin Barros
Wilton Pao
Shirley Brown

*For Engineering categories, return application and all supporting documents to the Public Works Department at 111 NW 1st Street, Suite 1510, Miami, FL 33128. For further information call (305) 375-2705.

FILING DATE

All licensing categories requiring an exam must be reviewed and approved by the Contractor Enforcement Section prior to taking an exam. The completed application along with the supporting documents as required with the fee must be received at least thirty (60) calendar days before the requested scheduled Examination. A notice will be sent to the applicant indicating the date, time and location of the requested examination. This notice will be sent to the applicant at least (30) calendar days prior to the next scheduled exam.

FOR DEPARTMENT USE ONLY

Fee _____ Process No. _____ Clerk _____ Date _____

Is this application for a late renewal (missed more than two consecutive renewal periods) of a personal certificate?

Yes _____ No _____

Special Exam Provisions: _____ Applicant Initials: _____ Date: _____

Notes _____

Review of PERSONAL APPLICATION

Approved ☐

Rejected ☐

Board Appearance Required ☐

FOR CTQB USE ONLY

APPROVED ☐

REJECTED ☐

Special instructions/comments from CTQB

By: _____
CTQB Member (Signature)

Date: _____

(Print Name)



Construction Trades Qualifying Board

BUILDING CODE COMPLIANCE OFFICE
140 West Flagler Street, Suite 1602
Miami, FL 33130-1563

PHOTOGRAPH

One recent photo must be attached for non-exam categories.

Two recent photos must be attached for exam categories (Retakes included)

SECTION A: to be filled out for individual that are filing for a PERSONAL CERTIFICATION

PLEASE TYPE OR PRINT (must be legible). An answer must be provided for each question. If a question does not apply indicate "N/A". For retakes, complete 1 through 9 only.

Trade and category applying for _____

If exam category, provide exam date _____

1. Name _____ Social Security No. _____
Phone: Home _____ Work _____ Pager or Cellular _____
Fax: _____ Email Address: _____
Address _____ City _____ State _____ Zip Code _____
Driver's License No. _____ Place of Birth _____ Date of Birth _____ Age _____
2. Number of years working in trade applied for: _____ Yrs. as a Trainee: _____ Yrs. as Journeyman: _____
3. If applying for a MASTER examination and the prerequisite is a Miami-Dade County Journeyman certification, when did you pass the Journeyman examination? _____
4. Have you previously taken an examination in Miami-Dade County in the category you are now applying for? Yes _____ No _____
If Yes, when? _____
5. Were you previously denied in Miami-Dade County to take an examination? If yes, in which category and for which exam date?
Category _____ Exam date _____
6. As a condition of this application, you will be responsible for becoming familiar with and abiding by the requirements of Chapter 10 of the Code of Miami-Dade County. Have you read Chapter 10 of the Code of Miami-Dade County? Yes _____ No _____
7. Do you hold a certificate/license in any of the construction trades issued by any county or state board? Yes _____ No _____
If yes, attach copy.

IMPORTANT NOTE!

All trade experience must be documented by LETTERS from all subject employers (employers must include their contractor license no.), W-2 forms, and/or other documentary proof of such experience may be required before the Construction Trades Qualifying Board (CTQB) can review your application. It is the applicant's responsibility to contact employers and obtain from them such documentary proof to be submitted by the applicant upon filing this application.

TRADE EXPERIENCE

8. List below your complete trade experience related to the category for which you are applying. Be accurate and detailed since this information will be verified. If additional space is needed please use back of this page.
(BEGIN WITH CURRENT EMPLOYER)

| | | | | | DATE | |
|--|--------|------|-------|-----|-----------------|---------------|
| | | | | | FROM: Month/Yr. | TO: Month/Yr. |
| Company | Street | City | State | Zip | | |
| In what capacity did you work, or what did you do? | | | | | | |
| Company | Street | City | State | Zip | | |
| In what capacity did you work, or what did you do? | | | | | | |
| Company | Street | City | State | Zip | | |
| In what capacity did you work, or what did you do? | | | | | | |

| | | | | | DATE | |
|--|--------------|------------|-------------|-----------|-----------------|---------------|
| | | | | | FROM: Month/Yr. | TO: Month/Yr. |
| Company _____ | Street _____ | City _____ | State _____ | Zip _____ | | |
| In what capacity did you work, or what did you do? _____ | | | | | | |
| Company _____ | Street _____ | City _____ | State _____ | Zip _____ | | |
| In what capacity did you work, or what did you do? _____ | | | | | | |
| Company _____ | Street _____ | City _____ | State _____ | Zip _____ | | |
| In what capacity did you work, or what did you do? _____ | | | | | | |

EDUCATION

9. Please provide the following information about your educational background.

HIGH SCHOOL _____ City _____ State _____ Year _____

If applicable General Education Degree (GED) _____ City _____ State _____ Year _____

VOCATIONAL/TRADE SCHOOL _____ City _____ State _____ Year _____

COLLEGE _____ City _____ State _____ Year _____

DEGREE TITLE _____ Year Obtained _____

POST GRADUATE _____ City _____ State _____ Year _____

OTHER SCHOOLING (Military Service or other) _____

LIST RELEVANT SCHOOL COURSES TAKEN _____

LICENSURES _____

FUTURE BUSINESS INTENT

(Not applicable to Journeyman and Maintenceman applicants)

10. Do you intend to go into business or to qualify a company? Yes _____ No _____ If yes, please indicate below which type of business you may be interested in applying for:

_____ Sole Proprietorship _____ Partnership _____ Corporation/Other Business Entity

If you indicated above intent to later obtain a contractor's business certificate, the applicable forms will be forwarded to you once your personal certification application has been approved.

RESUME OF APPLICANT'S EXPERIENCE

In order for the CTQB to properly assess your experience in terms of authorized scope of work categories listed in Chapter 10 of the Code of Miami-Dade County, it is required that you complete this resume.

11. PLEASE EXPLAIN IN DETAIL THE WORK YOU HAVE PERFORMED IN THE FIELD IN CONJUNCTION WITH THE CATEGORY IN WHICH YOU ARE REQUESTING TO BE CERTIFIED. IN ADDITION, HIGHLIGHT THOSE JOBS THAT BEST DEMONSTRATE THE SKILLS REQUIRED FOR THE APPLICABLE TRADE.

(ATTACH ADDITIONAL SHEET IF NECESSARY)

I certify that the above described work and experience recorded represents to the best of my knowledge all information relative to the scope of work and category for which I am applying for. I further certify that all supporting documentation submitted with this application is true and accurate. I understand that an issuance of a personal certificate does not permit me to act as a contractor in the trade concerned and in order to work in the trade I must be employed by a licensed contractor. I realize that if I do contract without a contractor's business certificate of competency, I will face the possibility of receiving a fine of up to \$5,000 on each count and my personal certificate could be suspended or revoked by the Miami-Dade County Construction Trades Qualifying Board. I understand that refunds may be granted only for exam categories under specific circumstances outlined in Section 10-23 of the Code of Miami-Dade County and include a non-refundable process fee of \$80.

X _____
Applicant's Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____, who is personally known to me or who has
produced a _____ as identification and who did / did not take an oath.

NOTARY PUBLIC

Construction Trades Qualifying Board

List of Certification Categories

Electrical

- | | |
|------------------------------|--------------------------|
| *Journeyman Electrician | *Master Electrician |
| *Journeyman Burglar Alarm | *Master Burglar Alarm |
| *Journeyman Fire Alarm | *Master Electric Utility |
| *Journeyman Sign Electrician | *Master Fire Alarm |
| | *Master Low Voltage |
| | *Master Sign Electrician |
| | *Master TV Antenna |

Plumbing

- | | |
|------------------------|--|
| *Journeyman Plumber | *Master Plumber |
| *Journeyman Gas Fitter | *Master Gas Fitter |
| | *Master Lawn Sprinkler |
| | *Master Swimming Pool Maintenance (Limited or Unlimited) |
| | *Master Swimming Pool Piping |
| | Portable Chemical Toilets |

Mechanical

- | | |
|--|---|
| *Journeyman Air Conditioning | *Journeyman Pressure & Process Piping |
| *Journeyman Fire Sprinkler | *Journeyman Refrigeration |
| *Journeyman Gasoline Tank & Pump | *Journeyman Room Air Conditioning |
| *Journeyman General Mechanical | *Journeyman Sheet Metal |
| *Journeyman Heating | *Journeyman Steam Generator Boilers & Piping |
| *Journeyman Insulation | *Journeyman Warm Air Heating |
| *Journeyman Pneumatic Control Piping | |
| *Master Air Conditioning Limited | *Master Pressure & Process Piping |
| *Master Air Conditioning Unlimited | *Master Refrigeration Limited |
| *Master Ammonia Refrigeration | *Master Refrigeration Unlimited |
| *Master Elevator Maintenance & Service | *Master Room Air Conditioning |
| *Master Gasoline Tank & Pump | *Master Sheet Metal |
| *Master General Mechanical | *Master Steam Generator Boiler & Piping |
| *Master Heating | *Master Transporting Assembly Install |
| *Master Insulation | *Master Transporting Assembly Maintenance & Service |
| *Master Pneumatic Control Piping | *Master Warm Air Heating |
| Master Pneumatic Tube Conveyor System | Room Air Conditioning Installation Only |
| *Master Refrigeration & Air Conditioning | |

Liquefied Petroleum

- *Liquefied Petroleum Gas Installer

- *Examination Categories

Construction Trades Qualifying Board

List of Certification Categories

Building

*General Building Contractor
*Sub-Building Contractor

*Sub-General Building Contractor

Building Specialties

Canvas Awning
Caulking
*Communication Tower
Concrete Finishing
*Concrete Forming & Placing
*Concrete Slab Sawing & Core Drilling
*Demolition
Door
*Drywall
*Fence
Flagpole/Satellite
Flooring
Garage & Industrial Door
*Glass & Glazing
Gypsum Drywall Installer
Gypsum Drywall Finish
Insulation & Acoustical Tile

*Lathing & Plastering
Masonry & Decorative Fence
*Metal Awning & Storm Shutter
*Metal Decking & Siding
Metal Partition
*Miscellaneous Metals
Ornamental Iron
Painting
Parking Strip Painting
*Pneumatic Concreting & Pressure Grouting
*Pre-stressed Pre-cast Concrete Erection
Property Management & Maintenance
Public Seating
*Reinforcing Steel Placing
Roof Cleaning & Painting
*Roof

*Roof Deck
*Screen Enclosure
Sheet Metal Gutter & Downspout
Shower & Tub Enclosure
*Sign (Non-Electric)
Store Fixtures & Cabinets
*Structural Steel Erection
*Swimming Pool
Tennis Courts (Surface Paving)
Traditional Thatched Hut
Structure
*Unit Masonry, Marble &
Exterior Veneer
*Waterproofing

Maintenance

*Building Maintenance
*Maintenance Electrician

*Mechanical Maintenance
*Plumbing Maintenance

*Examination Categories

CONTINUED ON BACK ➤